



COVID-19 Emergency Plan

City Service Changes

Prepared by Rosanna Bayon Moore, City Manager

Designated Director of Emergency Services

Effective 18 March 2020

Updated 24 March 2020

Finance / Utility Billing

Meetings by appointment only
Cash payment by drop off and window service
Lobby area closed
Online bill pay and UB drop off encouraged
Inquiries and responses redirected to phone and email
Meeting attendance and travel discontinued or via teleconference unless essential to operations

Library

Meeting attendance and travel discontinued or via teleconference unless essential to operations
Del Rio and Main Branch closures
Automatic extended due dates until further notice; no late fees to accrue
Zip Books by phone and email request
E-books encouraged
Digital library card applications by phone and email
Inquiries and responses redirected to phone and email
Meetings by appointment only

Parks & Recreation

Park restroom closure
Pool closure
Senior Center closure
Skate Park closure
No park and basketball court lights
No youth or adult recreational, league or club play or practices at City properties
No special events
No open gym
No facility rentals for non-essential purposes
No LIVESCAN services
No playground or exercise equipment use
Inquiries and responses redirected to phone and email
Meeting attendance and travel discontinued or via teleconference unless essential to operations
Public commission meetings to be postponed in the absence of critical action items
Meetings by appointment only

Fire

EOC activated
All annual business fire re-inspections postponed
Hangar inspections postponed
All station tours and presentations cancelled/postponed
Special requests for service to be reviewed on case-by-case basis
Meeting attendance and travel discontinued or via teleconference unless essential to operations
Non-employees prohibited from entry to stations
Inquiries and responses redirected to phone and email

Modified response mode / staffing for non-life threatening incidents

PD

No in person non-emergency responses

Lobby area closed

All station tours and presentations cancelled/postponed

Meeting attendance and travel discontinued or via teleconference unless essential to operations

Development Services (Planning, Building, Code Enforcement, Housing Rehabilitation)

Necessity to meet determined on a case by case basis

Inquiries and responses redirected to phone and email

Meetings by appointment only, including for building permits and planning applications

Alternative meeting formats encouraged

Meeting attendance and travel discontinued or via teleconference unless essential to operations

Administration and City Clerk

Public meetings of various boards and commissions to be postponed in the absence of critical action items

Alternative meeting formats heavily encouraged

Building locked to public access and public restrooms closed

Meeting attendance and travel discontinued or via teleconference unless essential to operations

Inquiries and responses redirected to phone and email

Meetings by appointment only

Public Works

Public commission meetings to be postponed in the absence of critical action items

Meeting attendance discontinued or via teleconference unless essential to operations

Alternative meeting formats encouraged

Building locked to public access

Inquiries and responses redirected to phone and email

Meetings by appointment only

Necessity to meet determined on a case by case basis

Personnel & Risk Management

Meeting attendance and travel discontinued or via teleconference unless essential to operations

Alternative meeting formats encouraged

Inquiries and responses redirected to phone and email

Meetings by appointment only

Necessity to meet determined on a case by case basis

Candidates to be steered to City website to access application

Applications accepted via fax, email or U. S. Mail by applicable deadline for transmission / postmark

After hours mail slot option at south facing door to be encouraged for applications in sealed envelopes

Key City Contact Information

Building 760/344.8622

Administration 760/351.3048

Planning 760/344.8822

City Clerk / Records 760/351.3059

Finance / Utility Billing 760/344.8941

Public Works / Animal Control 760/344.5800

Parks & Recreation 760/344.5675

Library 760/344.1891

Police 760/344.2111

Fire 760/351.9110

“Contact Us” tab at www.brawley-ca.gov will route emails to designated City staff

Key Websites

Brawley COVID-19 Emergency Plan

www.brawley-ca.gov

Imperial County Dept. of Public Health

<http://www.icphd.org>

Centers for Disease Control (CDC)

<https://www.cdc.gov/COVID19>

Applicable City of Brawley Municipal Code Reference

https://library.municode.com/ca/brawley/codes/code_of_ordinances?nodeId=CH9EMDI